

DEPARTMENT OF THE ARMY  
NORTHWESTERN DIVISION, CORPS OF ENGINEERS  
P. O. Box 2870  
Portland, Oregon 97208-2870

CENWD-NP-IM  
Regulation  
No. 25-1-1

15 August 1997

Information Management  
OFFICE SYMBOLS

**History.** This issue is a new regulation for the Northwestern Division (NWD).

**Summary.** This regulation establishes policy for standard office symbols and common organizational titles at the NWD, its regional offices and districts.

1. PURPOSE. Establishment of standard office symbols and common organizational titles provides a means of effective and efficient delivery of communications regardless of medium. Office symbols are part of the address when forwarding official correspondence and other types of mail to or from an organization, and provide identification of organizations creating official correspondence. Office symbols identify an organizational entity not a position, title, or person.

2. APPLICABILITY. This regulation is applicable to the Division Headquarters (NWD) and both regional offices, North Pacific Regional Headquarters (NWD-NP) and Missouri River Regional Headquarters, (NWD-MR), and each district under NWD. These districts are Kansas City District (NWK), Omaha District (NWO), Portland District (NWP), Seattle District (NWS), and Walla Walla District (NWW).

3. RELATED REFERENCES.

- a. AR 25-1, The Army Information Resources Management Program, 25 March 1997.
- b. USACE Permanent Order No. 15-1, dated 31 March 1997.
- c. USACE Permanent Order No. 15-2, dated 31 March 1997.
- d. USACE Permanent Order No. 15-4, dated 9 June 1997.
- e. USACE Permanent Order No. 29-1, dated 10 June 1997.

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4. GENERAL.

a. All office symbols are developed and assigned by the appropriate Information Management organization and confirmed for compliance with organizational structure by the Resource Management organization.

b. The standardized organizational titles and office symbols listed in Appendix A will be used when establishing a directorate, division, or staff office. An addition or modification of an organizational title to Appendix A must be approved by the NWD commander. Requests for variation will be coordinated through the NWD-NP Programs Management, Management Analysis Division. A standardized symbol may be supplemented beyond the basic listed office symbol by adding appropriate letter schemes to further identify a branch, section, etc. Supplementation of office symbols identified in Appendix A will be at the discretion of the Districts.

c. The regional office official office symbols are identified in Appendix B and C. Changes to these symbols will be coordinated with the proponent of this regulation.

FOR THE COMMANDER:

/s/  
CLIFTON P. JACKSON, JR.  
Executive Assistant

3 Appendices  
App A - Northwestern Division  
Standardized Office Symbols  
App B - Missouri River Regional Headquarters  
Office Symbols  
App C - North Pacific Regional Headquarters  
Office Symbols

Distribution:  
NWD Intranet  
1 - NWD District Records Managers

## APPENDIX A

### NORTHWESTERN DIVISION STANDARDIZED OFFICE SYMBOLS

<u>Organization Title</u>	<u>Division Offices</u>	<u>Regional (MR or NP) Directorates &amp; Staff Offices</u>	<u>District (K, O, P, S, or W) Divisions and Separate Offices</u>
Commander/ Division Engineer	CENWD-DE		CENWX-DE
Deputy Commander/ Deputy Division Engineer		CENWD-XX-DD	CENWX-DD
Deputy District Engineer for Project Management			CENWX-DP
Executive Assistant/ Executive Officer/ Administrative Officer	CENWD-XA		CENWX-XA
Special Assistant Audit		CENWD-XX-SA-XX CENWD-XX-AO	CENWX-SA-XX
Construction			CENWX-CD
Construction and Operations			CENWX-CO
Contracting	CENWD-XX-CT		CENWX-CT
Engineering			CENWX-ED
Equal Employment Opportunity		CENWD-XX-EE	CENWX-EE
Engineering and Technical Services		CENWD-XX-ET	
Civilian Personnel Advisory Center			CENWX-HR
Human Resources		CENWD-XX-HR	CENWX-HR
Information Management		CENWD-XX-IM	CENWX-IM
Internal Review			CENWX-IR
Logistics Management		CENWD-XX-LM	CENWX-LM
Counsel		CENWD-XX-OC	CENWX-OC
Operations			CENWX-OD
Planning			CENWX-PD
Planning and Engineering			CENWX-PE
Programs Management		CENWD-XX-PM	
Programs and Project Management			CENWX-PM
Public Affairs		CENWD-XX-PA	CENWX-PA
Real Estate			CENWX-RE
Resource Management		CENWD-XX-RM	CENWX-RM
Safety and Occupational Health		CENWD-XX-SO	CENWX-SO
Security and Law Enforcement		CENWD-XX-SL	CENWX-SL

Note: The organization designator of directorate, staff office, division or separate office will be used when referring to the organizational name (e.g., Directorate of Engineering and Technical Services, Public Affairs Office, Special Assistant for Native American Coordination).

## APPENDIX B

### MISSOURI RIVER REGIONAL HEADQUARTERS OFFICE SYMBOLS

	<u>OLD</u>	<u>NEW</u>
Commander/Division Engineer	CEMRD-DE	None
Deputy Commander/Deputy Division Engineer	CEMRD-DC	CENWD-MR-DD
Special Assistant: Equal Employment Manager	CEMRD-EE	CENWD-MR-SA-EE
Audit Office	CEMRD-AO	CENWD-MR-AO
Directorate of Contracting	CEMRD-CT	CENWD-MR-CT
Directorate of Engineering and Technical Services	CEMRD-ET	CENWD-MR-ET
Real Estate Division	CEMRD-ET-A	CENWD-MR-ET-A
Construction-Operations Division	CEMRD-ET-C	CENWD-MR-ET-C
Engineering Division	CEMRD-ET-E	CENWD-MR-ET-C
Planning Division	CEMRD-ET-P	CENWD-MR-ET-P
Reservoir Control Center	CEMRD-ET-R	CENWD-MR-ET-R
Directorate of Human Resources	CEMRD-HR	CENWD-MR-HR
Directorate of Information Management	CEMRD-IM	CENWD-MR-IM
Logistics Management Office	CEMRD-LM	CENWD-MR-LM
Office of Counsel	CEMRD-OC	CENWD-MR-OC
Public Affairs Office	CEMRD-PA	CENWD-MR-PA
Directorate of Programs Management	CEMRD-PM	CENWD-MR-PM
Civil Programs Management Division	CEMRD-PM-C	CENWD-MR-PM-C
HTRW Programs Management Division	CEMRD-PM-H	CENWD-MR-PM-H
Military Programs Management Division	CEMRD-PM-M	CENWD-MR-PM-M
Master Manual Division	CEMRD-PM-R	CENWD-MR-PM-R

Appendix B  
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	<u>OLD</u>	<u>NEW</u>
Directorate of Resource Management	CEMRD-RM	CENWD-MR-RM
Budget	CEMRD-RM-B	CENWD-MR-RM-B
Finance and Accounting	CEMRD-RM-F	CENWD-MR-RM-F
Management Analysis	CEMRD-RM-M	CENWD-MR-RM-M
Manpower Management	CEMRD-RM-P	CENWD-MR-RM-P
Security and Law Enforcement Office	CEMRD-SL	CENWD-MR-SL
Safety and Occupational Health Office	CEMRD-SO	CENWD-MR-SO

## APPENDIX C

### NORTH PACIFIC REGIONAL HEADQUARTERS OFFICE SYMBOLS

	<u>OLD</u>	<u>NEW</u>
Commander/Division Engineer	CENPD-DE	None
Deputy Commander/ Deputy Division Engineer	CENPD-DE-D	CENWD-NP-DD
Executive Assistant	CENPD-EA	None
<b>SPECIAL ASSISTANTS:</b>		
Small Business Advisor	CENPD-SA-DB	CENWD-NP-SA-DB
Acting Engineer Inspector General	CENPD-SA-IG	CENWD-NP-SA-IG
Military Personnel Technician	CENPD-SA-MPT	CENWD-NP-SA-MP
Native American Coordinator	CENPD-SA-NAC	CENWD-NP-SA-NA
Security and Law Enforcement	CENPD-SA-SL	CENWD-NP-SA-SL
Value Engineering Officer	CENPD-SA-VE	CENWD-NP-SA-VE
Audit Office	CENPD-AO	CENWD-NP-AO
Directorate of Contracting	CENPD-CT	CENWD-NP-CT
Equal Opportunity Office	CENPD-EE	CENWD-NP-EE
Directorate of Engineering and Technical Services	CENPD-ET	CENWD-NP-ET
Real Estate Division	CENPD-ET-R	CENWD-NP-ET-A
Planning Division	CENPD-ET-P	CENWD-NP-ET-P
Formulation	CENPD-ET-PF	CENWD-NP-ET-PF
Environmental Resources	CENPD-ET-PR	CENWD-NP-ET-FR
Engineering Division	CENPD-ET-E	CENWD-NP-ET-E
Seismic Center	CENPD-ET-ES	CENWD-NP-ET-ES
Operations/Construction/Readiness Division	CENPD-ET-O	CENWD-NP-ET-O
Budget Unit	CENPD-ET-OB	CENWD-NP-ET-OB
Construction	CENPD-ET-OC	CENWD-NP-ET-OC
Readiness	CENPD-ET-OE	CENWD-NP-ET-OE
Navigation	CENPD-ET-OM	CENWD-NP-ET-OM
Natural Resources	CENPD-ET-ON	CENWD-NP-ET-ON
Operations	CENPD-ET-OP	CENWD-NP-ET-OP
Regulatory	CENPD-ET-OR	CENWD-NP-ET-OR

Appendix C  
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	<u>OLD</u>	<u>NEW</u>
Water Management Division	CENPD-ET-W	CENWD-NP-ET-W
Hydrologic Engineering Branch	CENPD-ET-WH	CENWD-NP-ET-WH
Power Branch	CENPD-ET-WP	CENWD-NP-ET-WP
Reservoir Control Center	CENPD-ET-WR	CENWD-NP-ET-WR
Directorate of Human Resources	CENPD-HR	CENWD-NP-HR
Directorate of Information Management	CENPD-IM	CENWD-NP-IM
Directorate of Logistics Management	CENPD-LM	CENWD-NP-LM
Office of Counsel	CENPD-OC	CENWD~NP-OC
Public Affairs Office	CENPD-PA	CENWD-NP-PA
Directorate of Programs Management	CENPD-PM	CENWD-NP-PM
Management Analysis	CENPD-PM-A	CENWD-NP-PM-A
Civil Programs Management	CENPD-PM-C	CENWD-NP-PM-C
Military & Environmental Management	CENPD-PM-M	CENWD-NP-PM-M
Pacific Salmon Coordination Office	CENPD-PS	CENWD-NP-PS
Directorate of Resource Management	CENPD-RM	CENWD-NP-RM
Safety and Occupational Health Office	CENPD-SO	CENWD-NP-SO